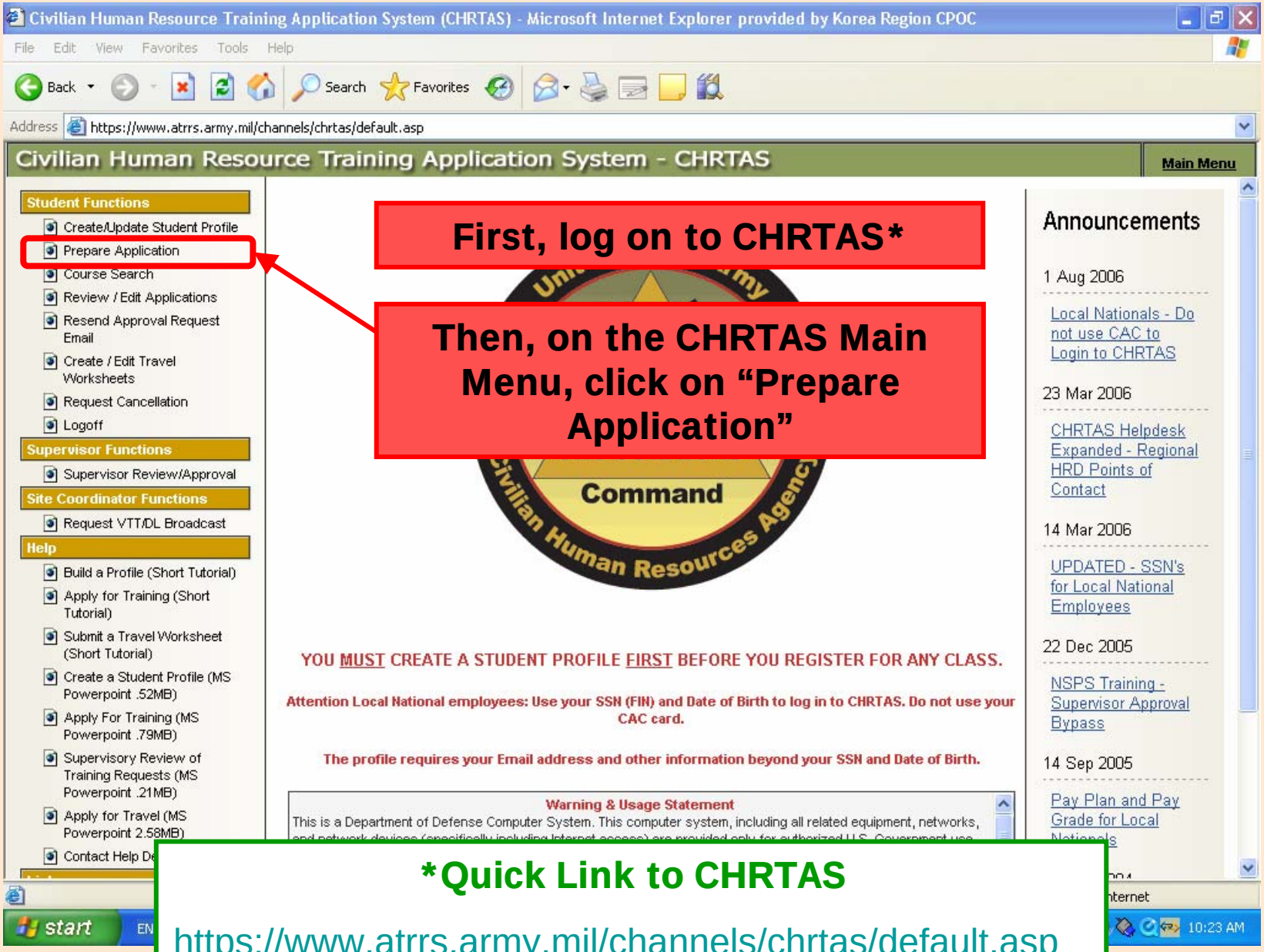
CHRA Korea Region HRDD

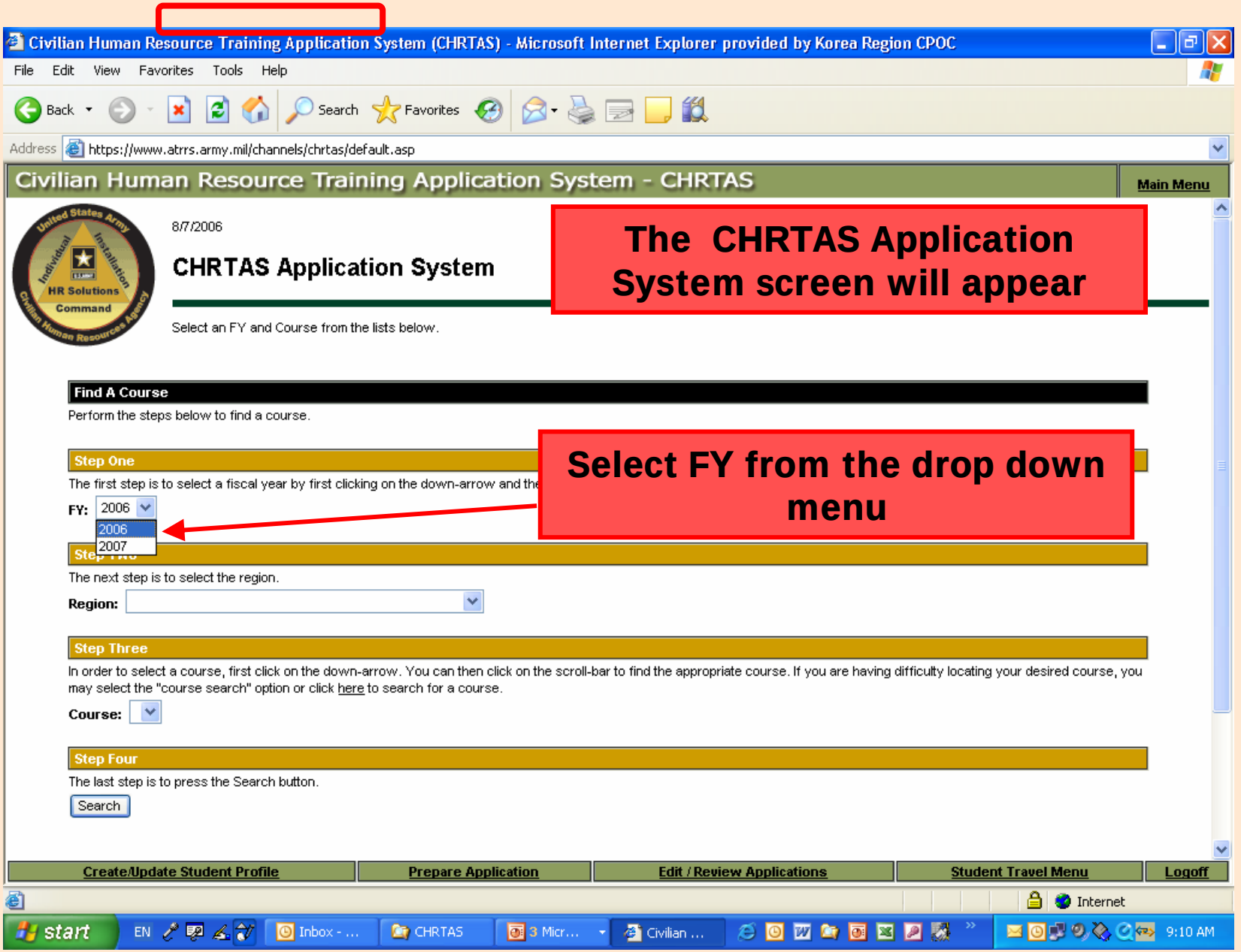
"HOW TO" TUTORIAL

HOW TO APPLY FOR A COURSE IN CHRTAS



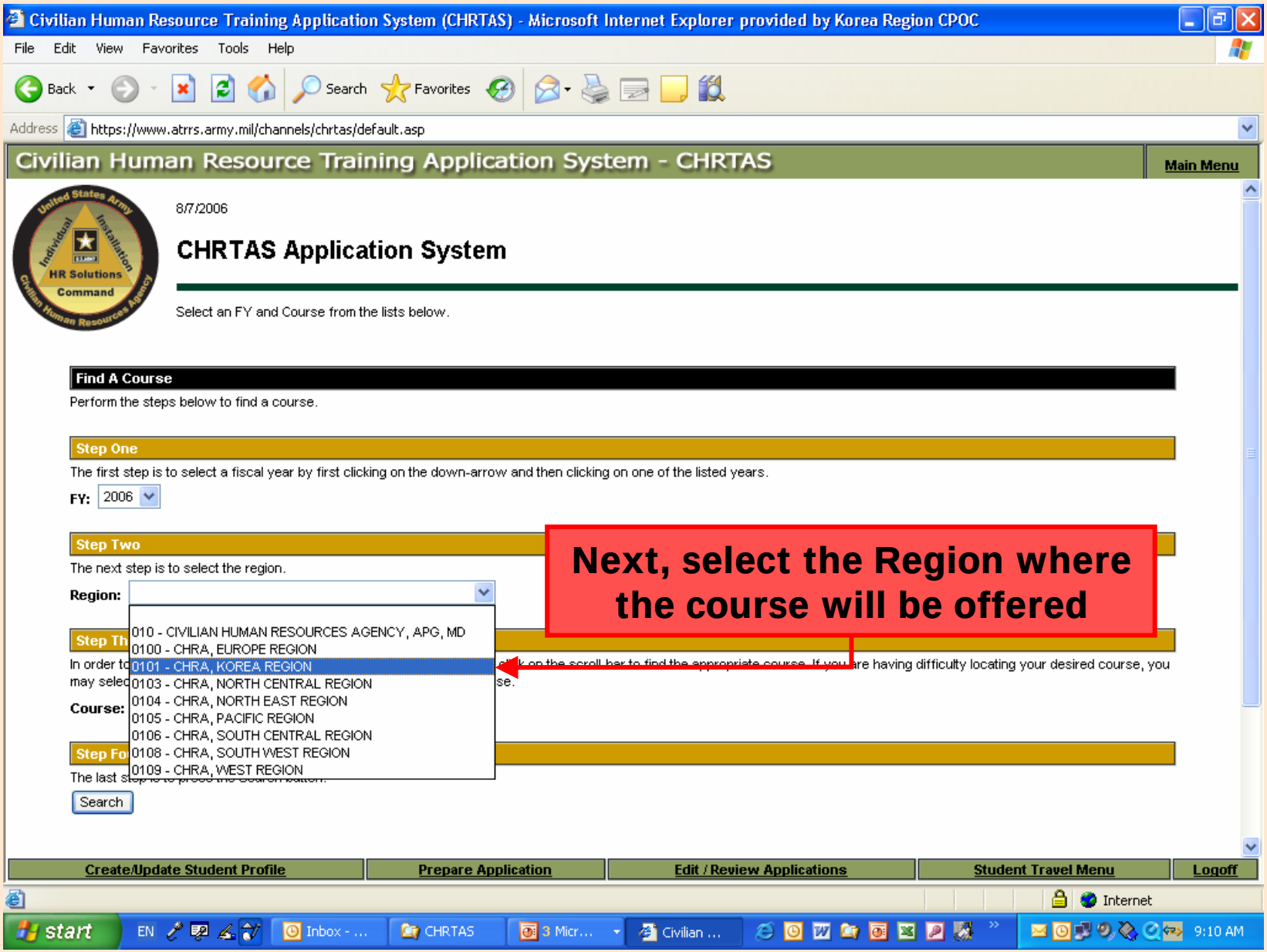
***Quick Link to CHRTAS**

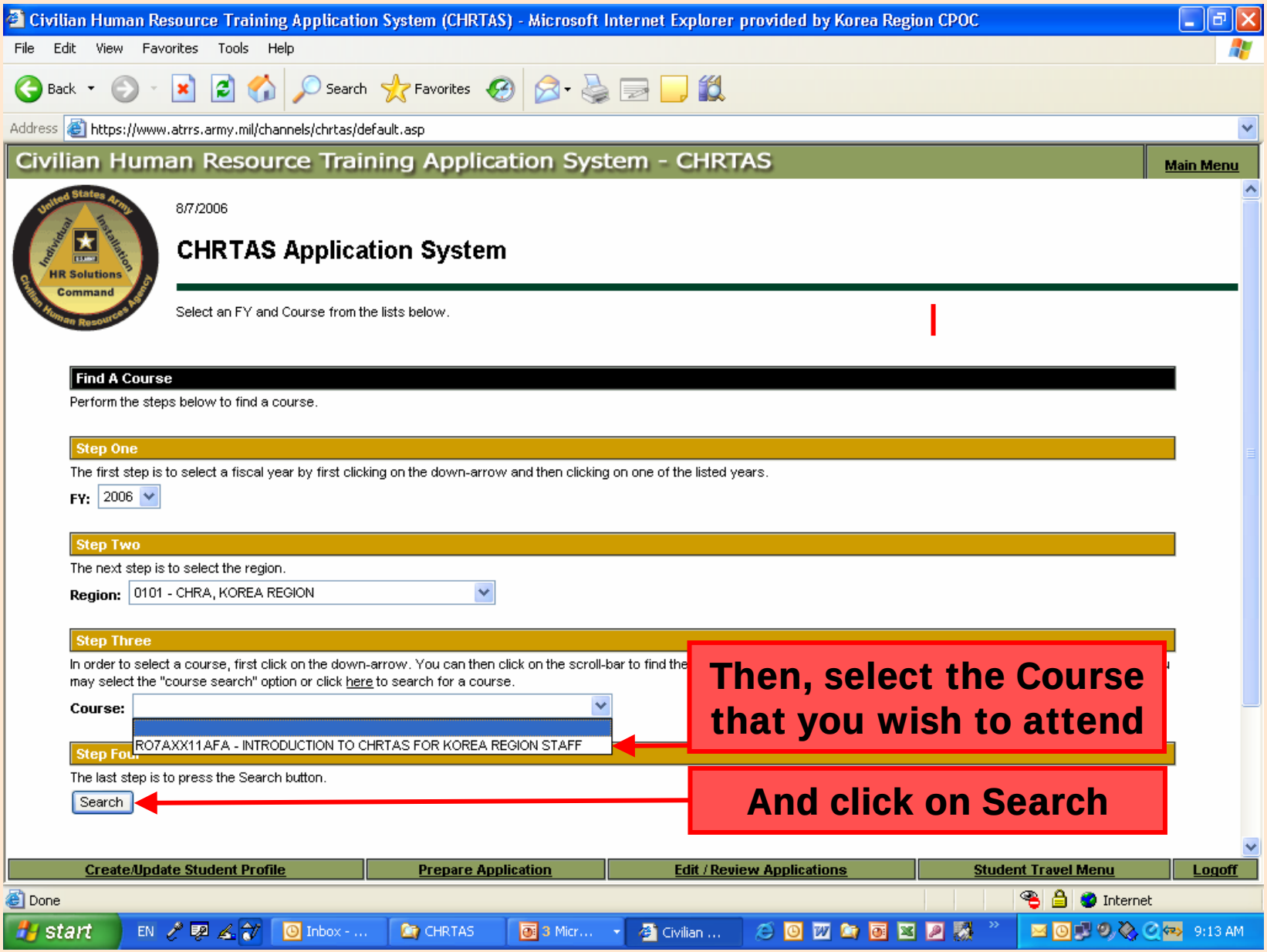
https://www.atrrs.army.mil/channels/chrtas/default.asp



The CHRTAS Application System screen will appear

Select FY from the drop down menu


Civilian Human Resource Training Application System (CHRTAS) - Microsoft Internet Explorer provided by Korea Region CPOC
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.atrrs.army.mil/channels/chrtas/default.asp
Civilian Human Resource Training Application System - CHRTAS
Main Menu
8/7/2006
CHRTAS Application System
Select an FY and Course from the lists below.
Find A Course
Perform the steps below to find a course.
Step One
The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.
FY: 2006
Step Two
The next step is to select the region.
Region:
010 - CIVILIAN HUMAN RESOURCES AGENCY, APG, MD
0100 - CHRA, EUROPE REGION
0101 - CHRA, KOREA REGION
0103 - CHRA, NORTH CENTRAL REGION
0104 - CHRA, NORTH EAST REGION
0105 - CHRA, PACIFIC REGION
0106 - CHRA, SOUTH CENTRAL REGION
0108 - CHRA, SOUTH WEST REGION
0109 - CHRA, WEST REGION
Next, select the Region where the course will be offered
Course:
Search
Create/Update Student Profile
Prepare Application
Edit / Review Applications
Student Travel Menu
Logoff
Internet
start
9:10 AM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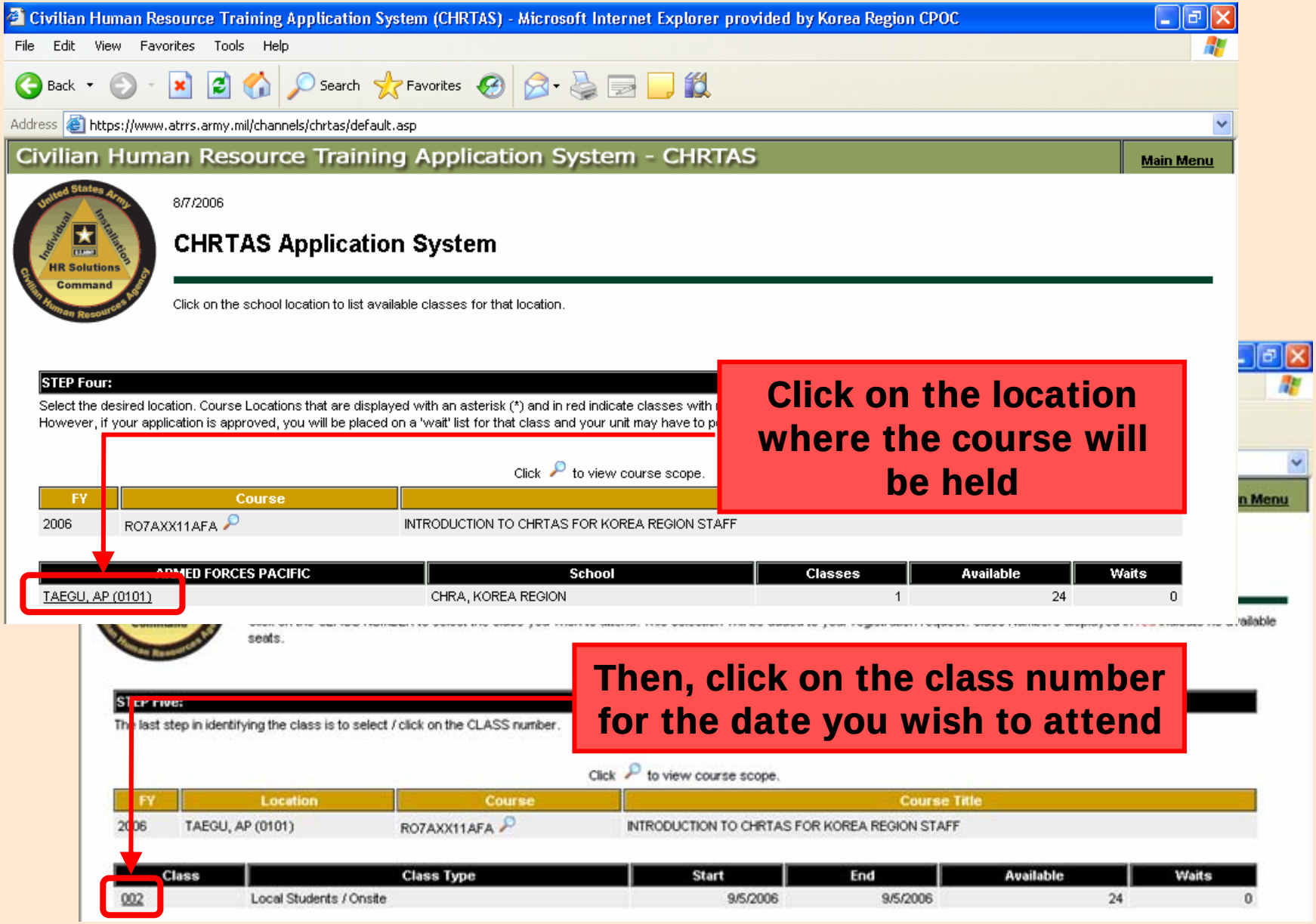
Main Menu
8/7/2006
CHRTAS Application System
Select an FY and Course from the lists below.
Find A Course
Perform the steps below to find a course.
Step One
The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.
FY: 2006
Step Two
The next step is to select the region.
Region: 0101 - CHRA, KOREA REGION
Step Three
In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the
may select the "course search" option or click here to search for a course.
Course:
RO7AXX11AFA - INTRODUCTION TO CHRTAS FOR KOREA REGION STAFF
Step Fou
The last step is to press the Search button.
Search
Then, select the Course that you wish to attend
And click on Search
Create/Update Student Profile
Prepare Application
Edit / Review Applications
Student Travel Menu
Logoff
Done
Internet
start
Inbox - ...
CHRTAS
3 Micr...
Civilian ...
9:13 AM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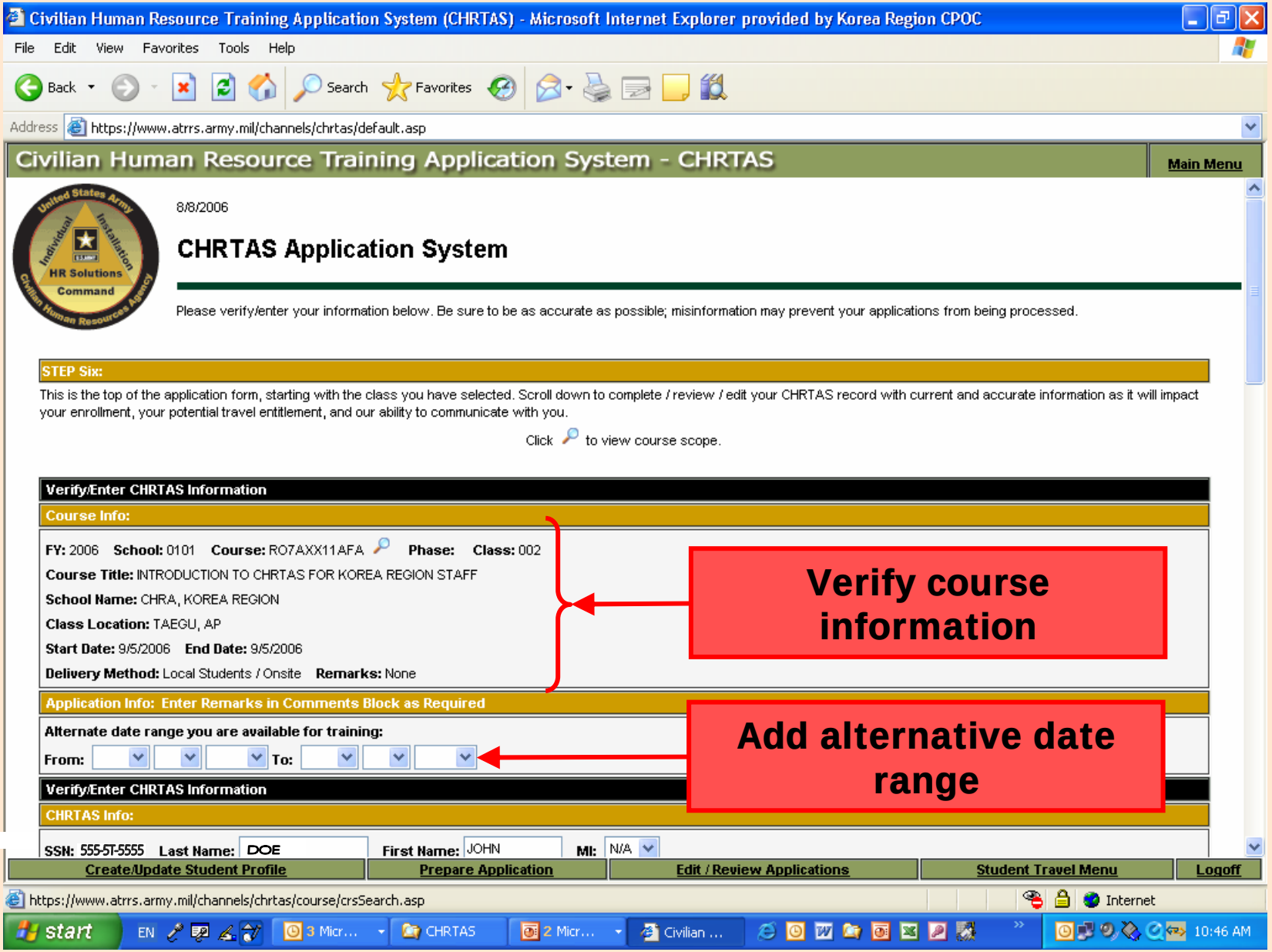
Address https://www.atrrs.army.mil/channels/chrtas/default.asp
Civilian Human Resource Training Application System - CHRTAS
Main Menu
8/7/2006
CHRTAS Application System
Click on the school location to list available classes for that location.
STEP Four:
Select the desired location. Course Locations that are displayed with an asterisk (*) and in red indicate classes with
However, if your application is approved, you will be placed on a 'wait' list for that class and your unit may have to p
Click to view course scope.
FY
Course
2006
RO7AXX11AFA
INTRODUCTION TO CHRTAS FOR KOREA REGION STAFF
ARMED FORCES PACIFIC
School
Classes
Available
Waits
TAEGU, AP (0101)
CHRA, KOREA REGION
1
24
0
Click on the location where the course will be held
seats.
STEP Five:
The last step in identifying the class is to select / click on the CLASS number.
Then, click on the class number for the date you wish to attend
Click to view course scope.
FY
Location
Course
Course Title
2006
TAEGU, AP (0101)
RO7AXX11AFA
INTRODUCTION TO CHRTAS FOR KOREA REGION STAFF
Class
Class Type
Start
End
Available
Waits
002
Local Students / Onsite
9/5/2006
9/5/2006
24
0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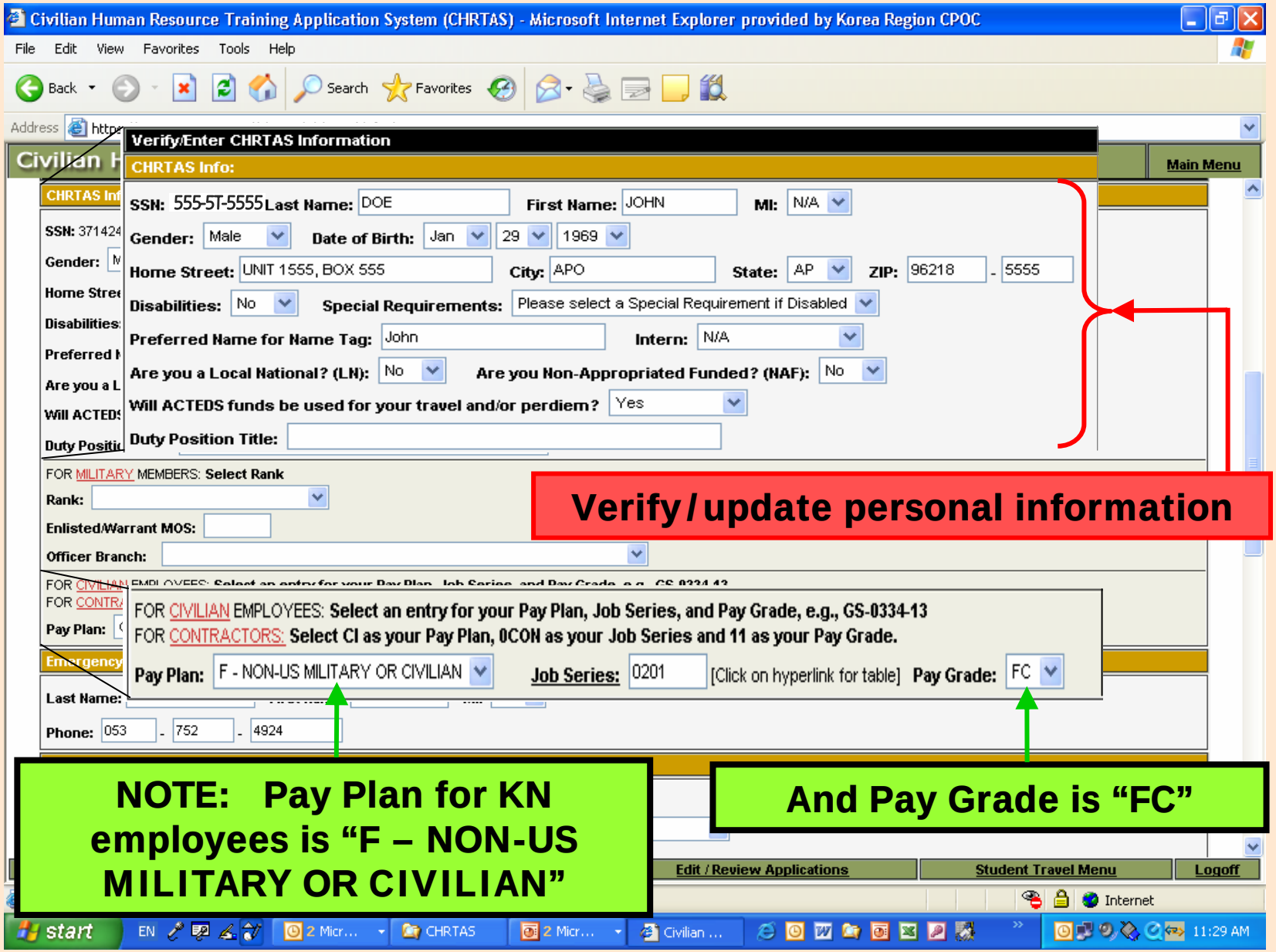
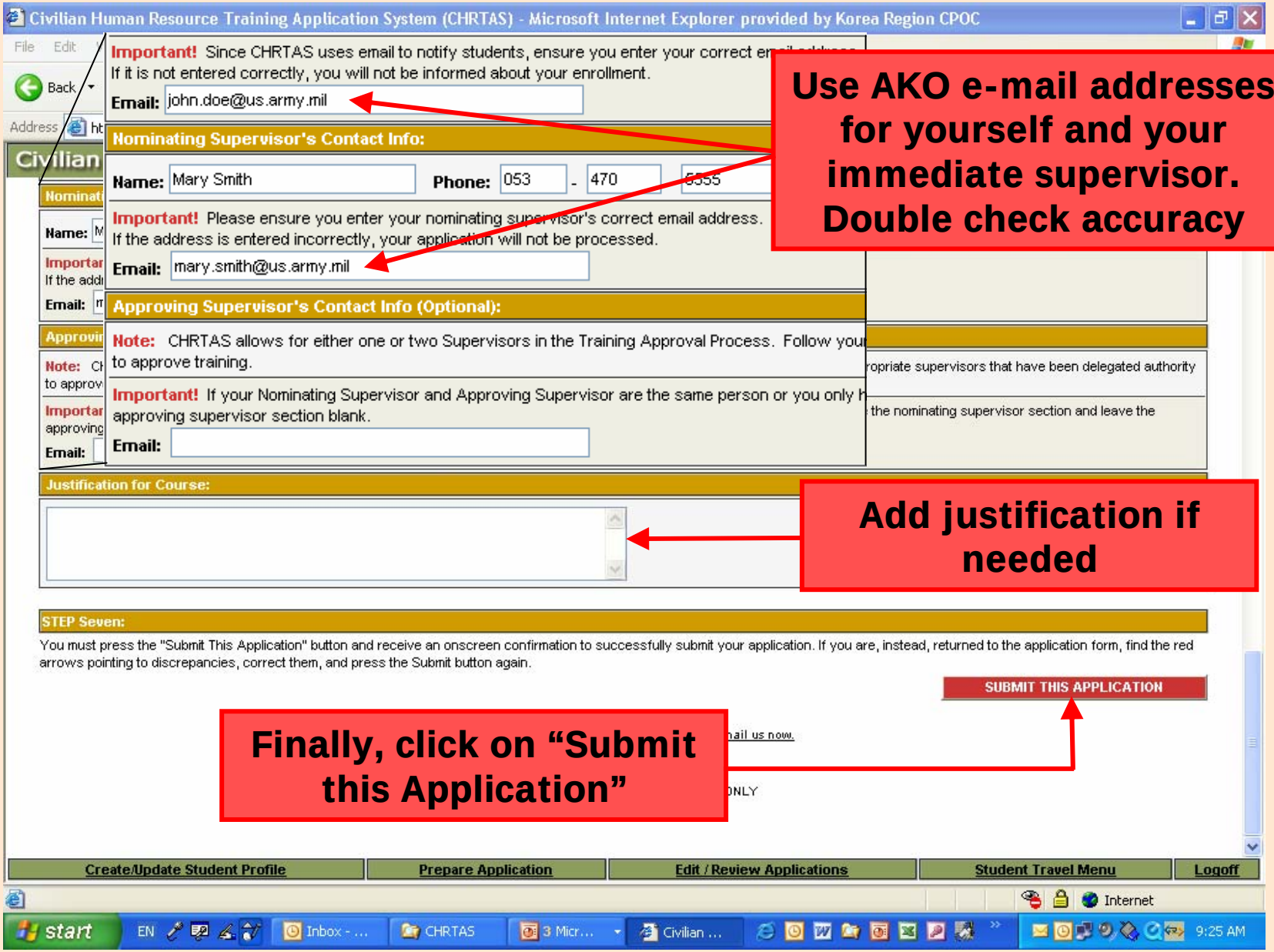
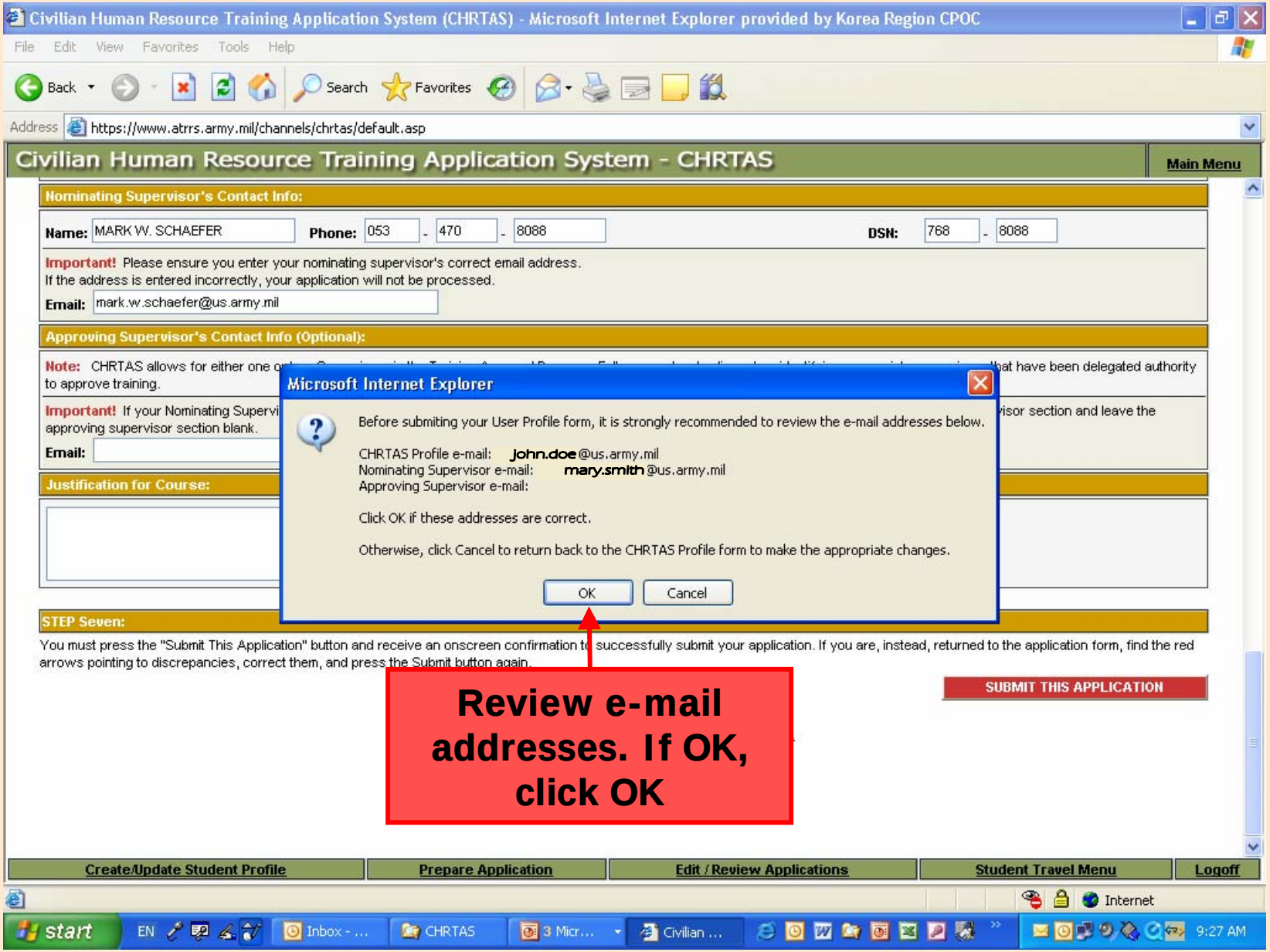
Back Search Favorites
Address https://www.atrrs.army.mil/channels/chrtas/default.asp
Civilian Human Resource Training Application System - CHRTAS
Main Menu
8/8/2006
CHRTAS Application System
Please verify/enter your information below. Be sure to be as accurate as possible; misinformation may prevent your applications from being processed.
STEP Six:
This is the top of the application form, starting with the class you have selected. Scroll down to complete / review / edit your CHRTAS record with current and accurate information as it will impact your enrollment, your potential travel entitlement, and our ability to communicate with you.
Click to view course scope.
Verify/Enter CHRTAS Information
Course Info:
FY: 2006 School: 0101 Course: RO7AXX11AFA Phase: Class: 002
Course Title: INTRODUCTION TO CHRTAS FOR KOREA REGION STAFF
School Name: CHRA, KOREA REGION
Class Location: TAEGU, AP
Start Date: 9/5/2006 End Date: 9/5/2006
Delivery Method: Local Students / Onsite Remarks: None
Verify course information
Application Info: Enter Remarks in Comments Block as Required
Alternate date range you are available for training:
From: To:
Add alternative date range
Verify/Enter CHRTAS Information
CHRTAS Info:
SSN: 555-5T-5555 Last Name: DOE First Name: JOHN MI: N/A
Create/Update Student Profile
Prepare Application
Edit / Review Applications
Student Travel Menu
Logoff
https://www.atrrs.army.mil/channels/chrtas/course/crsSearch.asp
Internet
start
10:46 AM


Civilian Human Resource Training Application System (CHRTAS) - Microsoft Internet Explorer provided by Korea Region CPOC
Verify/Enter CHRTAS Information
CHRTAS Info:
Main Menu
SSN: 555-5T-5555 Last Name: DOE First Name: JOHN MI: N/A
Gender: Male Date of Birth: Jan 29 1969
Home Street: UNIT 1555, BOX 555 City: APO State: AP ZIP: 96218 - 5555
Disabilities: No Special Requirements: Please select a Special Requirement if Disabled
Preferred Name for Name Tag: John Intern: N/A
Are you a Local National? (LN): No Are you Non-Appropriated Funded? (NAF): No
Will ACTEDS funds be used for your travel and/or perdiem? Yes
Duty Position Title:
FOR MILITARY MEMBERS: Select Rank
Rank:
Enlisted/Warrant MOS:
Officer Branch:
FOR CIVILIAN EMPLOYEES: Select an entry for your Pay Plan, Job Series, and Pay Grade, e.g., GS-0334-13
FOR CONTRACTORS: Select CI as your Pay Plan, 0CON as your Job Series and 11 as your Pay Grade.
Pay Plan: F - NON-US MILITARY OR CIVILIAN Job Series: 0201 [Click on hyperlink for table] Pay Grade: FC
Last Name:
Phone: 053 - 752 - 4924
Edit / Review Applications
Student Travel Menu
Logoff
Internet
start
CHRTAS
Civilian ...
11:29 AM
Verify/update personal information
NOTE: Pay Plan for KN employees is "F – NON-US MILITARY OR CIVILIAN"
And Pay Grade is "FC"


Civilian Human Resource Training Application System (CHRTAS) - Microsoft Internet Explorer provided by Korea Region CPOC
Important! Since CHRTAS uses email to notify students, ensure you enter your correct email address.
If it is not entered correctly, you will not be informed about your enrollment.
Email: john.doe@us.army.mil
Nominating Supervisor's Contact Info:
Name: Mary Smith
Phone: 053 - 470
Important! Please ensure you enter your nominating supervisor's correct email address.
If the address is entered incorrectly, your application will not be processed.
Email: mary.smith@us.army.mil
Approving Supervisor's Contact Info (Optional):
Note: CHRTAS allows for either one or two Supervisors in the Training Approval Process. Follow your
to approve training.
Important! If your Nominating Supervisor and Approving Supervisor are the same person or you only h
approving supervisor section blank.
Email:
Justification for Course:
STEP Seven:
You must press the "Submit This Application" button and receive an onscreen confirmation to successfully submit your application. If you are, instead, returned to the application form, find the red arrows pointing to discrepancies, correct them, and press the Submit button again.
SUBMIT THIS APPLICATION
Create/Update Student Profile
Prepare Application
Edit / Review Applications
Student Travel Menu
Logoff
Use AKO e-mail addresses for yourself and your immediate supervisor. Double check accuracy
Add justification if needed
Finally, click on “Submit this Application”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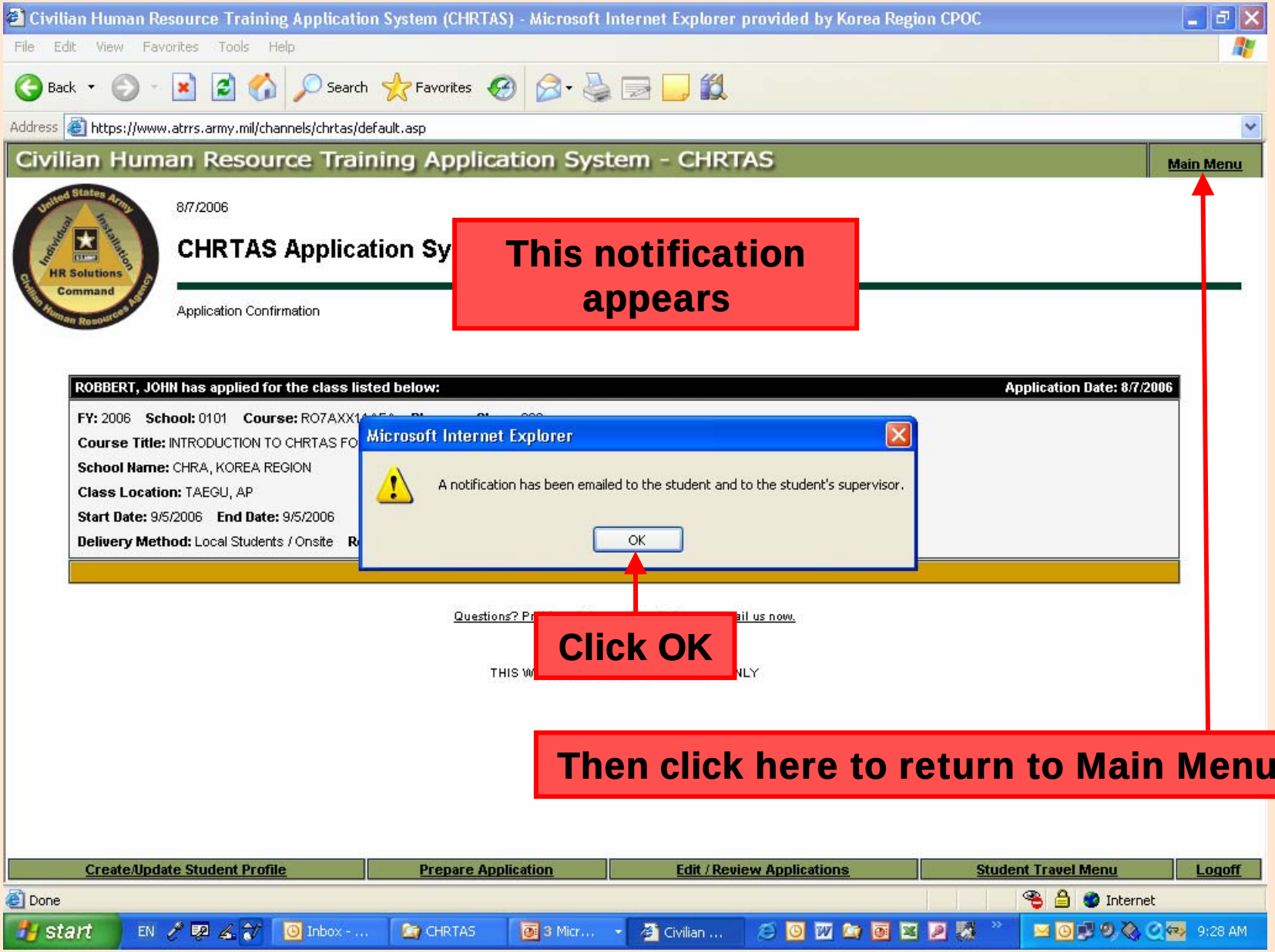
Address https://www.atrrs.army.mil/channels/chrtas/default.asp
Civilian Human Resource Training Application System - CHRTAS
Main Menu
Nominating Supervisor's Contact Info:
Name: MARK W. SCHAEFER
Phone: 053 - 470 - 8088
DSN: 768 - 8088
Important! Please ensure you enter your nominating supervisor's correct email address.
If the address is entered incorrectly, your application will not be processed.
Email: mark.w.schaefer@us.army.mil
Approving Supervisor's Contact Info (Optional):
Note: CHRTAS allows for either one
to approve training.
Important! If your Nominating Supervi
approving supervisor section blank.
Email:
Justification for Course:
STEP Seven:
You must press the "Submit This Application" button and receive an onscreen confirmation t
arrows pointing to discrepancies, correct them, and press the Submit button again.
SUBMIT THIS APPLICATION
Microsoft Internet Explorer
Before submiting your User Profile form, it is strongly recommended to review the e-mail addresses below.
CHRTAS Profile e-mail: john.doe@us.army.mil
Nominating Supervisor e-mail: mary.smith@us.army.mil
Approving Supervisor e-mail:
Click OK if these addresses are correct.
Otherwise, click Cancel to return back to the CHRTAS Profile form to make the appropriate changes.
OK
Cancel
Review e-mail addresses. If OK, click OK
Create/Update Student Profile
Prepare Application
Edit / Review Applications
Student Travel Menu
Logoff
Internet
start
Inbox - ...
CHRTAS
3 Micr...
Civilian ...
9:27 AM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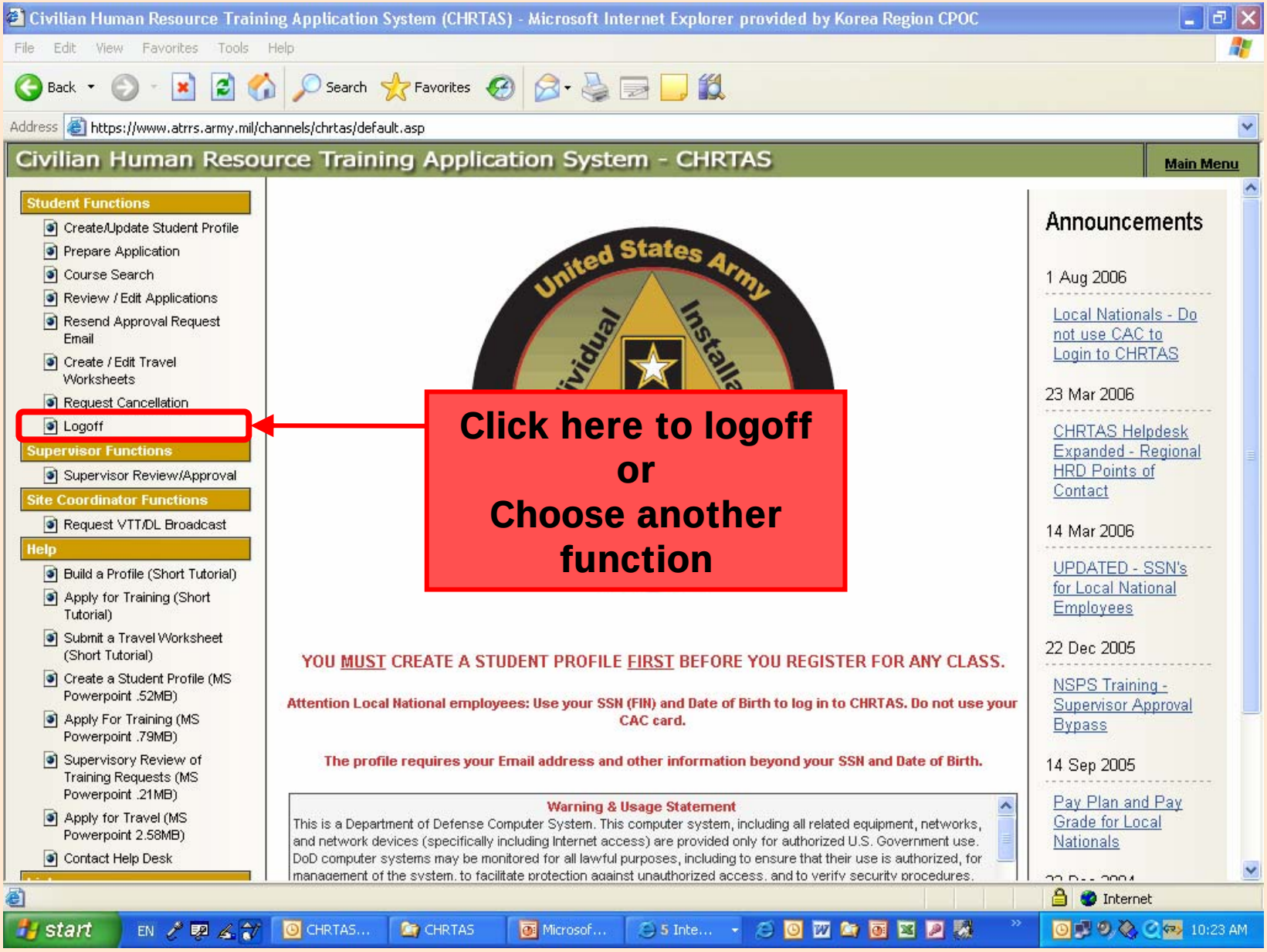
Address https://www.atrrs.army.mil/channels/chrtas/default.asp
Civilian Human Resource Training Application System - CHRTAS
Main Menu
8/7/2006
CHRTAS Application Sy
Application Confirmation
This notification appears
ROBBERT, JOHN has applied for the class listed below:
Application Date: 8/7/2006
FY: 2006 School: 0101 Course:
Course Title: INTRODUCTION TO CHRTAS FO
School Name: CHRA, KOREA REGION
Class Location: TAEGU, AP
Start Date: 9/5/2006 End Date: 9/5/2006
Delivery Method: Local Students / Onsite
Microsoft Internet Explorer
A notification has been emailed to the student and to the student's supervisor.
OK
Click OK
Then click here to return to Main Menu
Create/Update Student Profile
Prepare Application
Edit / Review Applications
Student Travel Menu
Logoff
Done
Internet
start
Inbox - ...
CHRTAS
3 Micr...
Civilian ...
9:28 AM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Address https://www.atrrs.army.mil/channels/chrtas/default.asp
Civilian Human Resource Training Application System - CHRTAS
Main Menu
Student Functions
Create/Update Student Profile
Prepare Application
Course Search
Review / Edit Applications
Resend Approval Request Email
Create / Edit Travel Worksheets
Request Cancellation
Logoff
Supervisor Functions
Supervisor Review/Approval
Site Coordinator Functions
Request VTT/DL Broadcast
Help
Build a Profile (Short Tutorial)
Apply for Training (Short Tutorial)
Submit a Travel Worksheet (Short Tutorial)
Create a Student Profile (MS Powerpoint .52MB)
Apply For Training (MS Powerpoint .79MB)
Supervisory Review of Training Requests (MS Powerpoint .21MB)
Apply for Travel (MS Powerpoint 2.58MB)
Contact Help Desk
United States Army
Click here to logoff
or
Choose another function
YOU MUST CREATE A STUDENT PROFILE FIRST BEFORE YOU REGISTER FOR ANY CLASS.
Attention Local National employees: Use your SSN (FIN) and Date of Birth to log in to CHRTAS. Do not use your CAC card.
The profile requires your Email address and other information beyond your SSN and Date of Birth.
Warning & Usage Statement
This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for
Announcements
1 Aug 2006
Local Nationals - Do not use CAC to Login to CHRTAS
23 Mar 2006
CHRTAS Helpdesk Expanded - Regional HRD Points of Contact
14 Mar 2006
UPDATED - SSN's for Local National Employees
22 Dec 2005
NSPS Training - Supervisor Approval Bypass
14 Sep 2005
Pay Plan and Pay Grade for Local Nationals
Internet
start
CHRTAS...
CHRTAS
Microsof...
5 Inte...
10:23 AM